

# LOCUM CONSULTANT in GASTROENTEROLOGY with General Internal Medicine

## JOB DESCRIPTION AND PERSON SPECIFICATION



Our **mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

Our **vision** is for Bristol and Weston and our hospitals to be among the best and safest places in the country to receive care.

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\*\*Job plan guidance can be found in Appendix A

## **JOB DESCRIPTION**

**Consultant Job Title: Locum Consultant in Gastroenterology with General Internal Medicine**

**Specialty: Gastroenterology with General Internal Medicine**

**Division: Weston General Hospital**

**Trust: University Hospitals Bristol and Weston NHS Foundation Trust**

### **1. UNIVERSITY HOSPITALS BRISTOL AND WESTON NHS FOUNDATION TRUST (UHBW)**

University Hospitals Bristol and Weston NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following descriptors of our values:

- Supportive
- Respectful
- Innovative
- Collaborative

13,000 staff offer over 100 different clinical services across ten different sites. We provide general medical and emergency services to the local population of Weston, Central and South Bristol, and a broad range of specialist services across a region that extends from Cornwall to Gloucestershire, into South Wales and beyond. We are one of the country's largest acute NHS Trusts with a 2017/2018 budget of £660 million.

Our staff have developed leading edge services such as cardiac surgery and bone marrow transplantation that have built an international reputation and are in demand by patients from across the country.

With strong links to the University of Bristol and University of West of England we are the major medical research centre in the region. The findings allow us to continually improve our patient care. Our academic links also make us the largest centre for medical training in the South West, attracting the highest calibre clinical staff from across the UK.

We aim to provide healthcare, research and teaching of the very highest quality and are recognised as one of the highest-performing Acute trusts in the country. The CQC rated the organisation as Good for services being caring and well-led. The Trust is currently one of only seven in the country to have previously been rated Outstanding twice, and one of only three general acute Trusts to achieve this. Please go to <http://www.uhbristol.nhs.uk/about-us/> for more information.

## 2. THE POST

### **Consultants are employed under the Terms and Conditions - Consultants (England) 2003**

We are seeking a Gastroenterologist, also qualified in General Internal Medicine, to continue to develop the Gastroenterology service at Weston General Hospital. Demand for our services has expanded significantly in recent years, especially colonoscopy, so the post requires independent upper and lower endoscopy including ERCP, outpatient clinics, and an inpatient responsibility for the gastroenterology ward on a 1:3 rotational basis. The post includes a commitment to the emergency endoscopy rota (1 in 6) plus the GIM on-call rota out of hours (1 in 11). Accreditation in Gastroenterology and General Internal medicine is required, although applicants within 6 months of gaining CCT are also encouraged to apply.

The provision of acute medical care has undergone significant change at Weston with an expansion in the Acute Medicine consultant base, a Medical Admissions unit and concentration of gastroenterology in-patients in a specialty ward. There is daily specialist input into the acute care of gastrointestinal disease Monday to Friday and the appointee will contribute to this along with the current post-holders.

Mentoring will be provided from within the trust.

There will be a requirement to provide outpatient clinics and both upper and lower endoscopy.

### **DUTIES AND RESPONSIBILITIES**

#### **Clinical:**

The successful applicant will have responsibility for the care of the patients entrusted to him or her. All consultants are expected to have a flexible attitude towards the work of the Directorate.

The successful candidate will be expected to comply with all relevant Trust policies relating to administration of patient care. This includes working to set timescales for the triage of referrals, the completion of discharge summaries prior to patients being discharged, following the specific process for the management of patients that do not attend (DNA) their appointment or admission, and the completion of all paperwork deemed necessary to support the management of their patients within agreed timescales. Consultants are also expected to work with service managers and clinical colleagues to manage their caseload in a flexible way, to ensure clinical, national and local priorities, such as maximum waiting times for referral to treatment, are achieved. The Trust has invested in IT support and consultants now have access to a direct dictation programme of a very high standard as well as facilities for up to date video consultations.

This post will have 10 programmed activities (PA). There will be an option to negotiate an increase to support additional activities such as research or educational supervision, or if clear evidence is produced that the workload justifies this.

#### **Management and Leadership Responsibilities:**

The management responsibility of the post-holder will be to the Clinical Chair who is responsible to the Chief Executive and Trust Board.

## **Clinical Audit and Clinical Governance:**

The successful appointee is expected to take a full role in the delivery of the Trust's wide agenda for Governance. The Trust believes in an open learning environment with a clear risk management strategy that allows innovation and improvement in care whilst placing patient safety at the centre of our values. The Consultant will take an active part in the department audit arrangements.

## **On-Call Commitment:**

1:11 General (Internal) Medicine rota.  
1:6 Emergency Endoscopy rota.

## **Teaching and Training:**

This is a teaching Trust and the Consultant will teach medical students as part of the commitment of their Division to undergraduate education. On occasions, a practitioner may be asked to give lectures to healthcare professionals. The ethic of the gastroenterology department is that the trainees in our team should receive first-rate tuition, support and development led by the consultants. The appointee will be expected to share this ethic.

## **Research and Effectiveness:**

University Hospitals Bristol and Weston (UHBW) NHS Foundation Trust is a leading international centre for healthcare research and education and has a considerable reputation for innovative research and development.

The appointee will be expected to contribute to the Trust's research portfolio through active participation in projects led by colleagues (internal and external), through supervising research performed by trainees and through initiating research projects which address local, national and international healthcare needs. Collaboration with University partners, including the Universities of Bristol and the West of England with which the Trust has close links, will be actively encouraged. In addition, the Trust supports involvement in high-quality commercially sponsored research studies which are of benefit to the Trust and the patients in its care.

All research must be performed in accordance with the Research Governance Framework. The Trust's active Research and Development Office and the pan Bristol Research and Development Support Unit will support consultants involved with research and provide high-quality training and guidance as well as support for individual projects.

## **Continuing Professional Development, Continuing Medical Education and Revalidation:**

The Trust supports the requirements for continuing Medical Education and is committed to providing time and financial support for these activities. An excellent service is provided by our clinical librarians who perform searches and document retrievals sometimes in real-time for MDT decisions.

The post holder must be fully registered with the General Medical Council with a license to practice and is advised to maintain up to date membership with a recognised Medical Defence Organisation.

University Hospitals Bristol and Weston (UHBW) NHS Foundation Trust is committed to supporting permanent consultants and those on short-term consultant contracts with the appraisal and revalidation process. UHBW is a Designated Body. Dr Stuart Walker is the current Medical Director and Responsible Officer. In UHBW the Associate Medical Director in Revalidation and Administrator, work on behalf of the

Responsible Officer in managing the appraisal system and revalidation process for doctors attached to our designated body.

If you are successfully appointed to a post in UHBW, you will be contacted by the Revalidation Team once you have connected to UHBW as a Designated Body. You can contact the revalidation team at the following email address: [MedicalAppraisals@uhbristol.nhs.uk](mailto:MedicalAppraisals@uhbristol.nhs.uk)

### **Mentoring Support:**

Mentoring is available for our newly appointed consultants by way of helping them manage their own learning, maximise their potential, develop their skills and improve their performance. You will be able to benefit from this support. Equally, with appropriate experience and training, you may be expected to offer mentoring to the new consultants to the Trust. This will be based on a two way partnership within agreed parameters, between mentor and mentoree.

## **3. UNIVERSITY OF BRISTOL LINKS**

The University of Bristol offers an exciting academic environment with centres of excellence in all of its faculties. It also has an ambitious programme for expansion and a well-established major “campaign for resources” to facilitate future developments. The University is in Bristol city centre and the Medical School and basic science departments are within walking distance of Bristol Royal Infirmary.

Bristol is one of the few universities with schools of medicine, dentistry and veterinary science, all in close proximity. The Medical School has an intake of 250 students each year to its undergraduate medical course following recent expansion. The Dental School has also recently expanded and now has an intake of 75 undergraduate students per year.

The Faculty’s research philosophy is to undertake internationally recognised basic and applied medical and health services within a setting which patients are cared for in association with undergraduate teaching and postgraduate training.



## 4. DIVISION OF MEDICINE

The Trust structure is based on six autonomous Clinical Divisions:

- Medicine
- Surgical Division
- Women's and Children's Services
- Specialised Services
- Diagnostic and Therapy Services
- Weston Division

A clinical chair supported by a Divisional Director leads each Division.

The Divisions are supported by a seventh Division - Trust Services which comprises of a number of corporate functions including Finance, IM&T, and Human Resources.

The Division of Medicine has over 1200 members of staff. Each year, we treat nearly 70,000 patients in the Emergency Department, deliver over 140,000 outpatient appointments and look after over 21,000 inpatient admissions. This is delivered within our current annual budget of over £86.7 million.

The Division of Medicine includes the clinical specialities of Acute Medicine, Emergency Medicine, Respiratory Medicine, Endocrinology & Diabetes, Gastroenterology & Hepatology and Medicine for Older People. In addition to the associated Outpatient activity we have specialist OPD centres for Rheumatology, Dermatology and Sexual Health as well as The Bridge which is a Sexual Assault Referral Centre (SARC) offering medical care, emotional and psychological support, and practical help to anyone who has been raped or sexually assaulted.

The Division of Medicine are also the lead provider at South Bristol NHS Community Hospital which, in addition to Outpatient activity also provides inpatient rehabilitation for Stroke Medicine and Medicine for Older People.

## 5. THE WORK OF THE DEPARTMENT

The Department at Weston General Hospital provides a full range of services to the population of North Somerset and adjacent rural areas (core catchment population approximately 200-250,000). We link to the regional intestinal failure service, manage complex inflammatory bowel disease, and support the regional cancer service. We also provide a wide range of endoscopic services including interventional endoscopy and ERCP on-site with EUS, ESD, and BCSP provided at our sister site in Bristol. The Weston Division Endoscopy Unit has successfully retained JAG accreditation. We have a clinical trials unit and several research themes.

The team provides a full range of general Gastroenterology and general Hepatology services to the population of North Somerset and adjacent rural areas; in hours GI bleed service 365 days a year and a clinical trials unit. Outpatients & inpatient services are managed by the Division of Medicine and endoscopy sits under the Division of Surgery with close working relationships with the management teams of these services. The Clinical Chair of Weston Division is a Hepatologist who is well-versed in the mechanics of supporting our service.

We have a strong tradition of providing excellent education within our department which has been recognised by HEE. This has allowed us to attract high quality candidates to our training posts. The ward work is supported by 3 middle grades (1 HEE SpR and 2 clinical fellows); an IMT and/or an SHO with an F2/GPST; 2 F1 doctors; and an experienced Physician Associate.

We have a developing team of clinical nurse specialists who support and work closely with all members of the speciality in Inflammatory Bowel Disease, nutrition, viral hepatology, alcohol and drug support and palliative care.

The Department of Gastroenterology is academically active in collaboration with the University of Bristol.

### **Support Facilities (Offices/Secretary):**

The appointee will have access to appropriate office space in Weston which may be shared with other departmental staff. This will be equipped with a PC with internet access. Secretarial assistance for outpatient activity is shared with other consultants.

<b>Medical Staff</b>		
<b>Name</b>	<b>Job title</b>	<b>WTE</b>
<i>Dr Andrew Bell</i>	<i>Consultant Gastroenterology</i>	<i>1</i>
<i>Dr Waseem Said</i>	<i>Consultant Gastroenterology</i>	<i>1</i>
<i>Dr Zafar Khawaja</i>	<i>Consultant Gastroenterology</i>	<i>1</i>
<b>Non-Medical Staff</b>		
<b>Name</b>	<b>Job title</b>	<b>WTE</b>
<i>Farren McIntyre</i>	<i>Specialty Manager</i>	<i>1</i>
<i>Abigail Bethall</i>	<i>Secretary</i>	<i>1</i>
<i>Karen Findley</i>	<i>Support Secretary</i>	<i>1</i>



## 6. WORK PROGRAMME

The work programme attached to this job plan is detailed on the following page.

Agreement should be reached between the appointee and the Clinical Chair with regard to the scheduling of the Supporting Professional Activities.

The job plan will be reviewed annually and all consultants are reminded of the obligation to remain up-to-date with statutory and mandatory training.

## REVIEW OF JOB PLAN

### Job Plan

A formal job plan will be agreed between the appointee and their Clinical Chair, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Clinical Chair on behalf of the Chief Executive.

The job plan will be based on the following provisional timetable.

The Job Plan will then be reviewed annually, following the Appraisal Meeting. The Job Plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

### Provisional assessment of Programmed Activities in Job Plan

For a whole-time contract:

- Direct Clinical Care  
8.5 PAs on average per week

*Includes clinical activity, clinically related activity, predictable and unpredictable emergency work)*

- Supporting Professional Activities  
1.5 PAs on average per week

*(Includes CPD, audit, teaching and research)*

## JOB PLAN - PROPOSED TIMETABLE POST: CONSULTANT IN GASTRONTEROLOGY

The draft timetable provides guidance regarding scheduling details of the clinically related activity components of the job plan, which occur at regular times in the week. The timetable will vary from week to week and there is some flexibility to adjust the commitments depending on the skills and experience of applicants. Agreement should be reached between the appointee and their Chair of Division with regard to the scheduling of all other activities.

This post has 8.5 Direct Clinical Care Programmed activities (DCC PAs) and 1.5 Supporting Professional Activities (SPAs). An additional 1 SPA session is available by agreement with the Chair of Division for consultants undertaking additional approved SPA activity (e.g. additional responsibilities in training, teaching, research, management or clinical governance). The appointee will have a dedicated PC with internet access.

This is an indicative job plan and a final job plan will be negotiated with the successful candidate. The minimum requirement would be to deliver at least 1.45 PAs of outpatient clinics and 1.45 PAs of endoscopy on an annualised basis. There is a requirement to provide on call for general internal medicine.

Work type	PAs	Total DCC
Clinic	1.45	8.5
Endoscopy	1.45	Total SPA 1.5
Ward	3.4	Total PAs 10
Admin	1	
MDT	0.13	
SPA	1.5	
OOH	1.05	
<b>Total</b>	<b>10</b>	

This timetable illustrates the content of the post but will vary from week to week according to the department rota. The post-holder will support colleagues in the team with triaging of referrals, preparing for MDTs, actioning outcomes from the MDT and supporting the specialist nurses as appropriate.

All work patterns within the department are subject to amendment by agreement between the consultants involved, so this timetable may change subsequent to appointment, subject to negotiation and agreement. If suitable research interest can be demonstrated 0.5 -1.0 PAs may be allocated for research.

## 7. PERSON SPECIFICATION

### CONSULTANT IN GASTRONTEROLOGY

CATEGORY	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Full and specialist registration with the General Medical Council (GMC) or</li> <li>Eligible for specialist registration within six months of interview or</li> <li>Holder of Certificate of Completion of Training (CCT), or evidence of within six months of award of CCT or equivalent by date of interview</li> </ul>	<ul style="list-style-type: none"> <li>Higher academic qualification *</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of thorough and broad training and experience in relevant specialty</li> <li>Registered with JAG as competent in diagnostic and therapeutic OGD, flexible sigmoidoscopy and colonoscopy</li> <li>Able to take responsibility for delivering service without direct supervision</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of a special interest and expertise that complements those of other consultants in the department and is consistent with the Trust's service strategy</li> </ul>
<b>Clinical Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Up to date knowledge and experience of relevant specialty</li> <li>Knowledge of NHS priorities with reference to specialty</li> <li>Skills in upper and lower endoscopy</li> </ul>	<ul style="list-style-type: none"> <li>Broad range of IT skills</li> </ul>
<b>Clinical Governance and Audit</b>	<ul style="list-style-type: none"> <li>Understanding of clinical governance and the individual responsibilities it implies</li> <li>Knowledge of the principles of clinical audit and evidence of participation</li> <li>Positive approach to evidence based practice</li> <li>Participation in continuing professional development (CPD) scheme and, where relevant, evidence of participation</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>Knowledge of the principles involved in research</li> <li>Evidence of involvement in research</li> <li>Evidence of peer review research papers</li> </ul>	<ul style="list-style-type: none"> <li>Ability to increase the academic profile of the department.</li> </ul>
<b>Teaching and Training</b>	<ul style="list-style-type: none"> <li>Experience of teaching medical students.</li> <li>Experience of supervising trainees.</li> <li>Knowledge of teaching to a multidisciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>Formal teaching qualification</li> </ul>

CATEGORY	ESSENTIAL	DESIRABLE
<b>Management &amp; Leadership</b>	<ul style="list-style-type: none"> <li>▪ Evidence of management training and evidence of learning from it</li> <li>▪ Ability to organise efficient and smooth running of a specialist service</li> <li>▪ Ability to cope with and effectively organise the workload of a consultant</li> <li>▪ Ability to practice independently as a consultant</li> <li>▪ Ability to take on responsibility and show evidence of leadership</li> <li>▪ Ability to work under pressure and cope with setbacks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstration of knowledge of NHS management structures</li> <li>▪ Management experience</li> </ul>
<b>Interpersonal, communication and team working skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively with patients, relatives, clinical colleagues, support staff and other colleagues.</li> <li>▪ Good knowledge of, and ability to use, spoken and written English.</li> <li>▪ Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries</li> <li>▪ Ability to develop effective working relationships on an individual and multi-professional basis with all levels of staff both within and across divisions</li> <li>▪ Ability to be a flexible team member</li> </ul>	
<b>Any other Personal Abilities and Aptitudes</b>	<ul style="list-style-type: none"> <li>▪ Ability to adapt and respond to changing circumstances</li> <li>▪ Awareness of personal limitations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to undertake additional professional responsibilities at local, regional or national levels</li> </ul>
<b>Behaviours and Values</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates the 4 Trust values</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Meets professional health requirements</li> <li>▪ Willingness to travel to and work in other sites necessitated by the role</li> </ul>	

\* According to specialty of post

**Job Description/ Person Specification completed/reviewed by:**

**Managers name: Farren McIntyre**

**Date: 26<sup>th</sup> May 2023**

*All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.*

## APPENDIX A

### JOB PLAN GUIDANCE

1. Predictable on-call work: where this work follows a regular pattern each week, this is identified within the weekly schedule when and where this takes place. Where such work does not follow a regular pattern, for example, due to the variability of the on-call rota, an average level of activity per week will be identified in the predictable activity box at the bottom of the form.
2. In the 'work' column, a description of the duty will be completed, e.g. outpatient clinic, ward round, operating list.
3. The 'categorisation' column defines whether the work is direct clinical care, supporting professional activity, additional NHS responsibility or external duty.

**Direct Clinical Care:** Work directly relating to the prevention, diagnosis or treatment of illness. This includes emergency duties (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meeting about direct patient care and administration directly related to the above (including but not limited to referrals and notes). Please note particularly that administration relating to direct care is included here, as is travelling time relating to direct care. The allocation of these PAs in your job plan should be based upon an assessment of what is required for you to do your work.

**Supporting Professional Activity:** Activities that underpin direct clinical care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinic governance activities. It includes keeping up to date with relevant medical journals and literature.

**Additional NHS Responsibilities:** Special responsibilities - not undertaken by the generality of consultants in the Trust, which are agreed between the consultant and the Trust and which cannot be absorbed within the time that would normally be set aside for supporting professional activities. These may include being a Medical Director, Director of Public Health, Deputy Medical Director or Lead Clinician, or acting as a Caldicott guardian, Clinical Audit Lead, Clinical Governance Lead, Undergraduate Dean, Postgraduate Dean, Clinical Tutor or regional Education Adviser. This is not an exhaustive list.

**External Duties:** Duties not included in any of the three foregoing definitions are not included within the definition of fee paying services or private professional services, but undertaken as part of the job plan by agreement between the consultant and Trust. There might include trade union duties, undertaking inspections for the Healthcare Commission, acting as an external member of an Advisory Appointments Committee, undertaking assessments for the National Clinical Assessment Authority, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a government department, or specified work for the General Medical Council. This list of activities is not exhaustive.

4. The number of PAs allocated to each duty should be specified.

5. Private practice commitments should be identified broadly in terms of timing, location and type of work.
  6. In addition to regular duties and commitments, some consultants have certain ad-hoc responsibilities. These would normally but not exclusively fall into the 'additional NHS responsibilities' or 'external duties' categories of work, for example member of an Advisory Appointments Committee or work for a Royal College.
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